



# Employer Update

## Login: Step-by-Step

Follow these steps to create individual user passwords\*

**Step 1:** Log in using the general employer password you have been using.

**Step 2:** Complete the registration form, providing your first and last names and your work e-mail address\*\*.

**Step 3:** Check the confirmation page to ensure all information is accurate.

**Step 4:** Once you have approved your information, a password will be sent immediately to the e-mail address you provided.

**Step 5:** Log into the system.

**Username:** The e-mail address you provided.

**Password:** Was provided to you by e-mail.

**Case Sensitive:** Your username and password are *case sensitive* and will not work unless entered correctly.

Your password can be changed by using the *Change Password* option once you have logged in.

\* *A login help button is available throughout the process.*

\*\* *For security reasons, e-mail addresses from personal domains such as AOL, Yahoo!, and Google (Gmail) will require an additional step for approval. Contact PERF toll-free at (888) 526-1687 if you wish to register a personal domain e-mail address.*

## PERF Interactive Enhancements New Login Procedure Begins October 17

A new round of enhancements to PERF's interactive web site will deliver new features to employers while requiring new login procedures. Many of the new features were developed in response to employer suggestions.

### Individual User Passwords

At the request of many of our employers, PERF has created a means for individual users to have their own usernames and passwords, rather than sharing a single employer-level username and password. [Login Now](#).

**Beginning October 17**, user-specific passwords will be required for those wishing to review and update member data -- such as wages and contributions and service certification -- via PERF Interactive.

The general employer password, now providing access to PERF Interactive, is your gateway to establishing user specific passwords.

Once logged in, each user will have the same access to functions such as service certification as was previously available via the general employer password. *See the column at left for step-by-step login instructions.*

### New Calculators

Employers will be able to access two new on-line calculators that will aid in answering employee retirement planning questions.

A new **Benefits Estimate Calculator** with a link to member data allows employers to help potential retirees consider their options, and what impact retirement choices may have on an approximate monthly pension benefit. While the calculator will not provide an official benefit estimate, it will be useful in retirement planning discussions. Official benefits estimates cannot be made until all creditable service has been certified during the retirement process by all of the member's employers.

A new **Service Credit Purchase Calculator** will provide employers another handy tool in working with employees approaching retirement. With estimates from this new calculator, employer's can help their employees explore whether the cost of purchasing service credit fits with their retirement goals, such as retiring sooner and benefit amount.

### Other enhancements

This latest release of PERF Interactive features a variety of enhancements developed in response to employer suggestions, including:

\* View service credit and high five years of pay separately from calculators.

\* Service Certification:

Status change buttons, such as *add an entry* and *update*, are now at both the top and bottom of the certification.

Delete button on service certification will now help you record a reason for the deletion for future reference.

Schools will now be able to note the type of service on an employee's service certification, rather than documenting this in the notes.

\* A change password feature

\*Search by last four digits of a member's Social Security number.

## Questions?

Conference calls have been scheduled on October 17 for those with questions regarding the PERF Interactive upgrades:

### CALL-IN TIMES

9 a.m. - 9:30 a.m.  
11 a.m. - 11:30 a.m.  
2 p.m. - 2:30 p.m.

To participate, dial toll-free **866-877-3977** and enter the code **\*2614023\*** (make certain you enter the \* on each end of the number)

If you cannot participate in a conference call, feel free to contact us toll-free at **888-526-1687**, or by e-mail at [questions@perf.in.gov](mailto:questions@perf.in.gov).

This email was sent to: [jhutson@perf.in.gov](mailto:jhutson@perf.in.gov)

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